

## ATTACHMENT

### ***Helpful Hints for the Educational Entity Master (EEM) Authorized User***

**Note:** If you represent a Public School Academy (PSA), approved changes must be sent to the PSA Program unit by your chartering agency. If you have PSA questions relative to the EEM, please contact your chartering agency or send an e-mail to [sidelk@michigan.gov](mailto:sidelk@michigan.gov).

The EEM authorized user may request to close an entity by logging in at [www.michigan.gov/eem](http://www.michigan.gov/eem).

- Click on “My Entities” and then on “List of Entities.”
- After locating the entity that is closing, click the “Close” button at the right.
- If the entity is closing at the end of this school year, enter the date 06/30/2010 (the last day of the fiscal year) and click “Submit.” If the entity is closing later in the summer, enter that date and click “Submit.”
- This request will go to the EEM state administrator for approval. Once the closing is approved (within five business days), the EEM authorized user must go to the "Tasks" on the left navigational bar and confirm the closing of the entity by clicking "Select" and answering the question. The status will become “Close-pending” until the closing date entered. At that time, the EEM application will change the status to “Closed.”

The EEM authorized user may request to add an entity by logging in at [www.michigan.gov/eem](http://www.michigan.gov/eem).

- Click on “My Entities” and then on “List of Entities.”
- Click on “Add New Entity,” and then choose what type of entity you are adding. (EEM Definitions can be found at [http://www.michigan.gov/cepi/0,1607,7-113-986\\_10485---,00.html](http://www.michigan.gov/cepi/0,1607,7-113-986_10485---,00.html) under EEM Help.)
- Complete all characteristics for the new entity, and use 07/01/2010 (the first day of the fiscal year) or a later date as the Open Date.
- Enter a Lead Administrator (by clicking on the Admin/Contacts tab), Mailing and Physical Addresses, Educational Settings, Grades, etc. See the User’s Guide for more details. You must enter all required characteristics which are denoted by a red asterisk.
- When you click “Save,” the request will go to the EEM state administrator for approval. If approved, CEPI will contact the EEM authorized user with the new entity code. This usually happens within five business days.
- At that time or before the open date, the EEM authorized user must confirm the opening of the new entity. Go to the "Tasks" on the left navigational bar and confirm the opening by clicking "Select" and answering the question. The entity status will become “Open-pending” until the Open Date that was entered. At that time, the EEM application will change the status of the new entity to “Open-active.”

The EEM authorized user may request to change an entity's grade configuration and other characteristics for the next school year by logging in at [www.michigan.gov/eem](http://www.michigan.gov/eem).

- Click on "My Entities" and then on "List of Entities."
- Choose the entity to be updated. Click on "Edit this Entity."
- Click on the "Grades" button to update the grade configuration. Click "Save."
- This may also be done for other characteristics (e.g., Educational Settings, Official Name of the Entity).
- Scroll down on the main screen, and enter 07/01/2010 as the Effective Date. This is very important! To register new data for the new school year, the date must be 07/01/2010 or later. For a new Lead Administrator, the Effective Date must be the same or earlier than the Effective Date on the main screen.
- Once this date is reached, the EEM application will update the grades (and other changes) for 2010-11.

**Note:** Certain characteristic changes must be approved by the EEM state administrator or PSA approver (e.g., changing the Open Date or the Official Name of the Entity for an existing record). They will be approved or declined, usually within five business days. The changes will then become Deferred Transactions until the Effective Date entered by the EEM authorized user. Once a transaction is deferred, the EEM authorized user cannot make additional changes unless s/he removes the original deferred transaction.

**To learn the name of the Educational Entity Master (EEM) authorized user for your district, or if you have questions about the EEM or other CEPI applications, please send an e-mail message to [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call 517-335-0505 and choose option 3. Please provide your name, district code, district name (if applicable), the CEPI application name, your telephone number (including area code and extension), your e-mail address and your specific questions.**